

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Monday, September 26, 2022 – 11:00 AM

City Hall Council Chambers

Members Present: Aaron Baker, Chair, Council Member
Mac Morrow, Vice Chair, Council Member (left at 12:35 PM)
Wilson Hooper, City Manager
Dean Luebbe, Finance Director
Kelley Craig, Human Resources Director

Staff Present: Larry Faison, Interim City Manager
Denise Hodsdon, Executive Assistant

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 11:05 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Mr. Morrow, seconded by Mr. Baker to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of August 22, 2022 Meeting

Motion by Mr. Morrow, seconded by Ms. Craig to approve the minutes of the August 22, 2022 meeting as presented. The motion carried unanimously.

E. City of Brevard Wellness Logo

Ms. Craig explained that the City has reconvened an Employee Wellness Committee and that committee is working to come up with some branding for the City's Wellness Program. The committee is recommending the use of this logo, which resembles the City logo, however the final product was intended to be unique and clearly identifiable and different from the City's standard logo. Motion by Mr. Baker, seconded by Mr. Morrow to send the proposed logo to City Council with recommendation to approve. The motion carried unanimously.



F. Classification and Compensation Study Proposals Review and Recommendation

Ms. Craig informed the Committee that the City issued a Request for Proposal for a Classification and Compensation Study in August with a due date of September 16, 2022. A total of six proposals were received. Ms. Craig provided a summary sheet with basic information on the proposals, as well as a copy of each proposal for the Committee's review. Following discussion of what services each proposal included, it was decided that Staff would analyze the proposals, check references, and make a recommendation directly to City Council in October.

G. Fiscal Impact of Projects Funded vs. Unfunded

Mr. Hooper informed the Committee that he has asked the leadership team to start working on putting together all information on each of our outstanding capital projects so that we can collect that all into one place with a reference that informs both the Council and the public as to the status of our various capital improvement projects. His goal is to have it completed before the end of the calendar year. It was his recommendation to table this discussion while he and Staff put that together. Mr. Baker suggested that as a lead-in to next year's budget discussions, a capital workshop with all of Council focused just on that issue would be helpful.

H. Committee Rules & Structure

Mr. Faison explained that he has observed that the practices surrounding our current committee structure do not appear to fully leverage a policy development process, committees are inconsistently used, there is overlapping purpose, city staff are voting members, and committee responsibilities have not been fully integrated, to consider, evaluate, and recommend any and all policy initiatives that are to be considered by City Council. It is his recommendation to create a policy that clearly delineates the existing committees that City Council controls in terms of formation, function, and membership into Policy Committees, Advisory Boards or Commissions, and Stakeholder Groups. He recommends the following categories:

Policy Committees: Primary task of evaluating, studying, and advocating policy and program initiatives that may be considered by the Mayor and City Council. The character of the policy and projects for each committee shall be used by the City Manager or his/her designee to set the agenda of each of these Committees:

1. Human Resource & Finance (**)
2. Public Safety
3. Public Works
4. **Citizen Appointment (nonexistent) establish as a standalone entity or integrated with Finance & HR

Proposed Membership: Voting: (up to 3) Councilmembers, optional Citizen appointments; and Staff as ex officio/subject matter experts that are non-voting;

Advisory Boards and Commissions: The committee considers and advises Policy Committees, and/or the Mayor and City Council on the direction, scope, timeline and methods associated with a program, process and/ or project. They meet on a consistent basis. The proposed Advisory Boards and Commissions are:

1. Parks, Trails, and Recreation
2. Downtown Master Plan
3. Housing Trust Selection
4. Rosenwald Community Advisory Board
5. Ecusta Trail Advisory Board

Proposed Members: The program or service may determine the category and character of members; generally, a committee is composed of citizens possessing an interest related to the program or service.

Stakeholder Groups: shall consider and advise Policy Committees, and/or the Mayor and City Council on the progress, to define success, and refocus efforts on future goals. They may meet on an as needed basis, and should be dissolved upon completion of the mission, purpose, or task. The proposed Stakeholder Group is:

1. Short Term Rental Task Force

Proposed Members: The item that the committee is charged may determine the character of members; generally, a committee is composed of experts, authority figures and program /project stakeholders.

Mr. Faison's recommendation includes adopting a resolution that sets forth:

1. Eliminating City Employees as voting members of all committees and recognizes employees as information resources;
2. Recognize the categories of committees;
3. Affirm the intent and purview of the Policy Committees, by consolidating the character and purpose into a single document;
4. Adopt Committee Rules that set forth practices and principles to guide policy committee processes;
5. Create Citizen Appointment Committee (or expand role of Finance/HR Committee) that has up to 3 Councilmembers, with the primary responsibility to review and develop citizen recruitment and appointment practices, principles, and policy, and to review and recommend citizen nominations for Committees, Boards or Commissions;
6. Increase the membership of Council representation of each policy committee to up to 3 Councilmembers.

Mr. Hooper added that the final recommendation would be to add #7 to the list, which stems from the conversation we had with the full Council last week, and that is to disband the Personnel Board. Mr. Baker thought it would be helpful for Council to have some detail on what the grievance process would be, because there was a little bit of hesitation on that recommendation. Ms. Craig explained that the City has a full grievance procedure in place where an employee has the right to grieve and appeal any situation with their supervisor. The City Manager is the ultimate hiring and firing authority and every appeal process goes to the City Manager up through the chain. The Personnel Board is in place in accordance with the City's Personnel Policy, and is an advisory board to the City Manager, that hears grievances if the employee is not satisfied with the Manager's decision. The Board has no authority do anything other than provide an advisory opinion back to the Manager. She said we can certainly amend the Personnel Policy to remove that section if the Council chooses to eliminate the Personnel Board.

During discussion of these recommendations, there was consensus that the Finance & Human Resources Committee would take on the responsibility of the Citizen Appointment Committee.

Mr. Faison noted that the City Attorney does have some concern about a quorum of Council if there are 3 Councilmembers on a committee, which could have unintended consequences. Mr. Faison said that issue has not yet been resolved, but suggested setting a target of two (2) Councilmembers plus one (1) citizen on Policy Committees. He noted that the policy may be flexible, but in terms of practice, 2+1 would work and a simple majority in attendance would constitute a quorum. Mr. Hooper suggested adding a clause that there is no tie-breaker and that an issue be tabled until 3 voting members are present. Mr. Morrow mentioned that currently the Mayor is an Ex-Officio member of committees and it was decided to get advice from the City Attorney regarding whether the Mayor's presence could be conceived as a quorum of Council.

There was discussion as to where referrals from each of these committees/groups will go. Mr. Hooper noted that Policy Committee referrals will go directly to City Council, but asked the Committee's preference as to whether each of the other groups will have direct referral ability to Council or if their work would filter up through the Policy Committee. Following discussion, there was consensus to leave it to the Manager's discretion to decide where the work of the citizen committees will go, whether it is straight to Council for decision or for more work by a Policy Committee.

After brief discussion of terms for citizen members, it was decided to add language clarifying that the effective date of new citizen appointments going forward would be January 1, 2023.

I. Citizen Appointment Policy

Mr. Faison said he sees this as a component of the Committee Rules and Structure policy. The proposed procedure outlines these components:

1. Procedural Summary
2. Applications
3. Attendance
4. Vacancies
5. Eligibility

Mr. Faison summarized the proposed process:

1. Vacancies are published for public awareness on a periodic basis
2. Citizens submit applications which will be held active for two years
3. City Clerk refers a list of vacancies and active applications to the Finance & HR Committee
4. Finance & HR Committee determines applicants to refer to City Council as nominations to fill vacancies
5. City Council can accept nominations, reject them, or refer them back to the Finance & HR Committee for further evaluation.

Mr. Faison noted that in terms of eligibility, he has made two basic points: 1) what committees do you want folks to be a resident of the City vs. non-resident; and 2) a suggestion that individuals interested in being on any committee shall attend at least one meeting of that committee so that they have a sense of what it really is. Following discussion it was decided to amend the language regarding residency to also include eligibility for folks who are vested by having a professional stake in the affairs of the City of Brevard or in the commerce of the community.

Mr. Faison will incorporate the amendments as discussed today and both the Committee Rules and Structure and the Citizen Appointment Policy will be referred to City Council for consideration at its October 3rd meeting.

J. Set Date for Next Meeting

The next meeting of the Finance & Human Resources Committee will be on Monday, October 24, 2022 at 11:00 am.

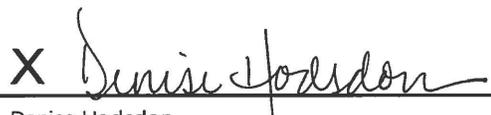
K. Adjourn

There being no further business, the meeting was adjourned at 12:51 PM.

X 

Aaron Baker
Chair, Council Member

Minutes Approved: October 24, 2022

X 

Denise Hodsdon
Executive Assistant